

**Minutes of the
Comprehensive Development Plan Advisory Committee**
Thursday, March 3, 2005

Keith Henderson, Chairperson, called the meeting to order at 4:00 p.m.

Committee Members

Present (Name and Municipality):

- Keith Henderson, Chairman, Town of Brookfield
- Jeff Herrmann, Towns of Genesee and Oconomowoc
- Barb Holtz, Town of Mukwonago
- Colin Butler, Town of Ottawa
- James Siepmann, Town of Summit
- Andy Gehl (attending for Bill Biersach), Village of Chenequa
- Paul Craig, City of Delafield
- Doug Koehler, City of Waukesha
- Dan Ertl, City of Brookfield
- William Freisleben, Village of Menomonee Falls
- Walter Kolb, Waukesha County Park and Planning Commission
- Bruce Kaniewski, Towns of Waukesha and Village of North Prairie
- Jeffrey Musche, Town of Lisbon
- Marilyn Haroldson, Town of Merton
- Donald Wiemer, Village of Oconomowoc Lake
- Rebecca Finn, Village of Elm Grove
- Rob Seversin, City of Oconomowoc
- Nancy Anderson, SEWRPC

Committee Members

Absent (Name and Municipality):

- Representative of the Village of Big Bend
- Bart Zilk, Village of Dousman
- George Stumpf, Village of Lac La Belle
- Brian Turk, Towns of Delafield and Vernon
- Wallace Thiel, Village of Hartland
- Larry Plaster, Village of Butler
- Harlan Clinkenbeard, City of Pewaukee

Others Present:

- Dale Shaver, Director, Waukesha County Department of Parks and Land Use
- Kathy Moore, Parks and Land Use – Senior Planner
- Sandy Scherer, Parks and Land Use – Senior Planner
- Pamela Meyer, Town of Eagle Resident
- Jerry Braatz, U.W. Extension
- Don Dittmar, Land Information Systems Manager
- Jim Kavemeier, Parks System Manager
- George Morris, Environmental Health Manager

Public Comment

None.

Approval of the December 16, 2004, Minutes

- *Mr. Craig moved, seconded by Mr. Siepmann and carried unanimously, for approval of the December 16, 2005, Minutes, as corrected.*

Discussion of Public Participation Procedures per Section 66.1001(4)(a)

Mr. Shaver said the Statute states “The governing body of a local government unit shall adopt written procedures that are designed to foster public participation, including open discussion, communication programs, information services, and public meetings for which advance notice has been provided, in every stage of the preparation of a comprehensive plan. The written procedures shall provide for a wide distribution of proposed, alternative, or amended elements of a comprehensive plan and shall provide every opportunity for written comments on the plan to be submitted by members of the public to the governing body and for the governing body to respond to such written comments.” The intent is to have a public participation plan adopted by the unit of government, which sets the stage for public involvement in the local municipality’s comprehensive planning process. Mr. Braatz, from the UW Extension, has drafted the Public Participation Plan and if the Committee is satisfied with the Plan, Waukesha County will have the Plan adopted as a Resolution. He explained, the County would work with the Department of Administration (Madison) to find out if the County could adopt it on behalf of the planning process (27 municipalities) and if it would satisfy the intent or if each municipality would have to adopt the Resolution separately.

A member of the Committee asked (regarding Method 4, Citizen Survey), if the communities could post an electronic form on their websites which citizens could download or respond to online? Mr. Braatz replied that County residents will have the opportunity to participate in an electronic citizen participation survey posted on the County’s website. A Committee member asked if the surveys would be posted only to the County’s website or to each individual communities website? Mr. Shaver said the survey would be hosted on the County’s website, and each community could have a link to the County’s website. Another member of the Committee asked if there would be a written survey, besides the electronic version? Mr. Braatz said a written survey could be done but he was unsure of what the total response and feedback would be. Mr. Butler said the Town of Ottawa recently conducted a written survey and the response rate was high. However, the task of inputting the written responses took some time. He felt if a reasonable response could be received electronically it may better and save money. A member of the Committee suggested the surveys could be sent with the municipal newsletters, which are sent out annually/bi-annually to save costs.

Mr. Braatz explained the Public Participation Plan as having six methods that the Committee would be responsible for and it would be a guide for the process during the next three years. The methods would be:

- Method No. 1 - Comprehensive Planning Committee
- Method No. 2 - Committee Meetings
- Method No. 3 - News Releases
- Method No. 4 - Citizen Survey
- Method No. 5 - Open Houses
- Method No. 6 - Public Hearing

Mr. Shaver suggested (referring to Method No. 3 News Releases), rather than just news releases, possibly a newspaper would follow the Committee’s progress and have articles from time to time on key decisions, discussion points, objectives, etc. He said details would be added to each of the methods and then it would

be brought back before the Committee. Chairperson Henderson asked if there were any comments regarding the methods? A member of the Committee suggested that the official name of the Committee be added instead of “Comprehensive Planning Committee” and there be references to the Subcommittees as well. It was suggested that Mr. Braatz, investigate a scientifically selected citizen survey methodology, including cost implications, and it be brought back before the Committee for analysis. A member of the Committee said, referring to Method No. 5, it may be overkill to have an open house at each municipality. It was suggested that a team of Staff as well as two or three Committee members, representing some of the communities present a more professional presentation at a couple of open houses.

Mr. Ertl moved, seconded by Mr. Siepmann and carried unanimously, for approval of the Public Participation Plan and for Mr. Braatz to investigate a scientifically selected citizen survey methodology, including cost implications which would be brought back before the Committee for review.

There was discussion regarding creating a Subcommittee of the Advisory Committee to work on the details of the Public Participation Plan.

Mrs. Holtz moved, seconded by Mr. Friesleben and carried unanimously, for approval to create a Subcommittee of the Advisory Committee to work out the details of the Public Participation Plan.

It was suggested that Mrs. Holtz, Mr. Butler, Mr. Friesleben, Mr. Henderson and Mr. Braatz serve as Subcommittee members.

Mrs. Holtz moved, seconded by Mr. Kaniewski and carried unanimously, for approval to appoint the abovementioned Committee members to serve on the Subcommittee for the Public Participation.

Comprehensive Planning Grant Status – Jerry Braatz

Mr. Braatz indicated that the grant received would be for \$812,300.00, which is for the full request. Mr. Shaver said that as soon as the formal notice is received, a letter will be sent out to all advisory committee members acknowledging the grant received and a press release will be hosted on the website. He also noted that Staff from the Department of Administration will meet with the local entities (including the municipal Clerk's) and explain the grant program and how the funds must be tracked. A future meeting with the Committee and the Department of Administration will be scheduled. He explained, the County would have to accept the full grant and an Ordinance would be drafted to amend the 2005 budget to accept the grant. On the expenditure side, money will be placed in the Parks and Land Use budget to contract for Mr. Braatz's time over the next 2½ years to begin writing the chapters for the Plan and checks will be cut to each of the municipalities for their portion of the grant. The municipalities would be responsible for tracking their use and justification for the monies. Mr. Shaver thanked Mr. Braatz for writing the grant and the Committee members for submitting information in order to complete the grant application.

Overview of the Park and Open Space Planning Process – Jim Kavemeier, Parks System Manager

Mr. Kavemeier, Parks System Manager, explained the vision of the Parks System is that it is a natural resource based Park System, which demonstrates stewardship and provides recreational (self-actualized) and educational opportunities. The Park and Open Space Plan is part of the Waukesha County Development Plan and Smart Growth initiative and is updated approximately every five years. Currently, there are 7,694 acres of parkland, eight major parks (250 acres or more in size), Retzer Nature Center, 29 miles of various trails, five lake access points and six swimming beaches in Waukesha County. Objectives include, a major park being located within a 4-mile lineal distance of every resident, involvement in the protection of environmental corridors and isolated natural areas and the establishment of greenways along the eight major

rivers in Waukesha County. The vision of Greenway Planning is to create a system of linear corridors along the County's major rivers and streams which would protect the high quality natural resource based elements, connect major state, county and local parkland, as well as other community social and cultural amenities and provide recreational and educational opportunities for the use and enjoyment of present and future generations. The County would create the spine (larger areas) and will recommend that the local communities provide the active recreation (baseball diamonds, soccer fields, etc.). The County would also provide for the self-actualized recreation within the parks (non-programmed activities-leisure). Mr. Kavemeier explained, the greenway cross-section as having preservation zones (varied width, protects the high quality natural features), buffer zones (10' to 75', provides distance between residential and commercial development) and trail corridor zones (40' with an additional 25' visual buffer, would accommodate a 10' wide asphalt trail).

The most recent Park and Open Space Plan was adopted in 1990 and amended in 1996, 1998 and 2003 with updates occurring approximately every five years. The Plan establishes park and open space standards, delineates the responsibility of every agency based on plan objectives, identifies existing and proposed parkland development, differentiates between existing and proposed ownership of lands and enables the County to be qualified for State and Federal parkland grants. The Park and Open Space Plan would be coordinated with all of the local municipalities, the State of Wisconsin and non-profit conservation organizations and SEWRPC. Once completed, Waukesha County would include all of the local Park and Open Space plans in its plan on a mapping basis and encourage local communities to include the County's Park and Open Space Plan in their plans. Waukesha County will send maps and components of the Park and Open Space Plan to the local municipalities, the State of Wisconsin and NCO's who will be asked to review and mark up the plan. Meetings will be held to update the plan with the municipalities on a township basis. Based on the discussions, the County would revise the plan and send it back to the local communities, the State and the NCO's to confirm that it accurately depicts their intent. The information will also be sent to SEWRPC so their information would be consistent. The local plans would be incorporated into the Waukesha County Park and Open Space Plan. He further explained in detail the proposed plan outline and schedule with the completed plan being submitted to the DNR for review and approval in January 2006.

Mr. Butler asked if the Public Participation Process was built into the development of the updates to the Plan? Mr. Kavemeier replied it would be done through the overall plan rather than on each individual element. Mr. Shaver explained that each municipality's Park and Open Space Plan would have already had public input during the process of creating the plan. Mr. Butler noted that the Town of Ottawa's Park and Open Space Plan is two years old and may not be current. He wondered if the County's Plan would be incorporated with local plans which are not current and why the public wouldn't participate in the countywide process? Mr. Shaver replied, that the draft Plan could be proposed at the informational meetings and be updated with the local Park Boards. He said the County would not be responsible for updating each municipality's plan. Mr. Butler suggested the municipalities should be encouraged to update their plans prior to having them rolled into the Countywide Plan. Mr. Shaver agreed.

The Committee thanked Mr. Kavemeier for the informative presentation.

Discussion of Agriculture, Natural and Cultural Resources Element Subcommittee meeting of February 3, 2005

Mr. Shaver said there was discussion and a presentation regarding the groundwater study overview by Mr. Biebel from SEWRPC. There was also discussion regarding Prime Agricultural land designation. Mr. Siepmann, Chairman of the Subcommittee, indicated the next meeting would be April 7, 2005, from 9:00 a.m. to 11:00 a.m.

Creation of Intergovernmental Cooperation Element Subcommittee

Mr. Shaver said at the last meeting there was discussion of not creating a Subcommittee, but rather using the Waukesha County Cooperation Council. On January 31, 2005, he went before the Council and presented the concept. The Cooperation Council agreed with the logic of the idea and agreed to serve as the Intergovernmental Subcommittee to the planning process. The Council will deal with coordination opportunities, which arise from the different Subcommittees.

Mr. Kolb moved, seconded by Mr. Craig and carried unanimously for approval, not to create the Intergovernmental Cooperation Element Subcommittee and assign the miscellaneous duties to other Subcommittees.

A member of the Subcommittee suggest the timeline and website be updated to reflect the changes. Mr. Shaver agreed.

Creation of the Economic Development Element Subcommittee

Mr. Shaver indicated the "Scope of Study" for the Subcommittee was included with today's paperwork. He indicated SEWRPC is moving ahead with their update to the Regional Plan and they have prepared The Economy of Southeastern Wisconsin, SEWRPC Technical Report No. 10, July 2004. The objective is for the Subcommittee to be responsible for the preparation of Chapter VI. The resources which are available include:

- Chapter II-The Demographic and Economic Base from the Development Plan for Waukesha County.
- Chapter VIII-Anticipated Growth and Change from the Development Plan for Waukesha County.
- Chapter V-Population and Employment Projections from the draft Regional Land Use Plan for Southeastern Wisconsin: 2035
- Chapter 66.1001(2)(f) Wisconsin Statutes-Economic development element.
- The Economy of Southeastern Wisconsin, SEWRPC Technical Report No. 10, July 2004
- Waukesha County Economic Development Corporation 2020 Survey

Preliminary Subcommittee Membership includes:

- Marilyn Haroldson, Comprehensive Development Plan Advisory Committee Representative, Town of Merton
- Dan Ertl, Comprehensive Development Plan Advisory Committee Representative, City of Brookfield
- Patti Wallner, Waukesha Area Chamber of Commerce
- Bill Mitchell, Waukesha County Economic Development Corporation, Town of Ottawa
- Collin Butler, Comprehensive Development Plan Advisory Committee Representative, Town of Ottawa
- Steve Crandell, Community Development Director, City of Waukesha
- Greg Kessler, Community Development Director, City of New Berlin
- Norm Cummings, Department of Administration Director, Waukesha County

Discussion continued regarding the inclusion of additional business representatives on the subcommittee. Mr. Ertl indicated he would send Mr. Shaver a few recommended names.

Mrs. Holtz moved, seconded by Mr. Kaniewski and carried unanimously for approval, of the Economic Development Element Subcommittee.

Next Meeting Topics and Date

The next meeting will be held Thursday, April 12, 2005, at 4:00 p.m. in Room 255/259 of the Waukesha County Administration Center.

It was recommended that the next meeting of the Advisory Committee will be at the call of the Chair since there is a need to coordinate with the State Department of Administration to provide a grant process overview. May 12th was tentatively reserved by the Advisory Committee.

Possible Topics for review:

- Glossary of Terms
- State Department of Administration – Grant process
- Amendment to the timetable to address the Agriculture, Natural and Cultural Resources Element Subcommittee and Economic Development Subcommittee
- Update on Chapter 1

There being no further business to come before the Committee, Mr. Ertl moved, seconded by Mr. Siepmann to adjourn at 5:50 p.m.